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**FREEDOM OF INFORMATION ACT (FOIA)/  
OPERATIONS SECURITY (OPSEC) DESK TOP GUIDE**

For use of this form, see AR 25-55; the proponent agency is ODISC4

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**Problem:** The release of information from Department of the Army records must comply with the Freedom of Information Act (FOIA) and AR 25-55. At the same time, sensitive information concerning military operations and activities must be protected from disclosure to hostile intelligence services and their agents.

**Solution:** The following references to AR 25-55 and AR 530-1 outline proper policies and procedures.

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**Paragraph 5-200d, AR 25-55.** Assigns areas of responsibility to the Initial Denial Authorities (IDA) for the Army. Only the Secretary of the Army and IDAs may deny a request for information submitted to the Army under the FOIA.

Paragraph 3-200, AR 25-55. Outlines the nine categories of records except from mandatory release under the FOIA. Denial under the exemptions is not automatic; each case must be reviewed and denial justified in each instance.

Paragraph 5-100c, AR 25-55. Discusses OPSEC considerations when reviewing information requested under the FOIA.

**Paragraph 3-12, AR 530-1.** Requires commanders to designate an OPSEC officer at battalion and higher levels of command to assist in discharging their responsibilities for Operations Security.

**Paragraph 5-100d, AR 25-55.** Invests command OPSEC points of contact with FOIA advisory functions. They will advise and assist FOIA personnel in dealing with requests for Information that have OPSEC implications.

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**CAUTION:** Documents properly classified under Executive Order 12065 are automatically reviewed for operations security impact; however, the compilation of unclassified documents, or portions thereof, may combine information that, if released, might cause damage to national security (para 2-211, AR 380-5). If you have any questions about releasing information, immediately contact your command OPSEC/FOIA advisor.

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COMMAND OPSEC/FOIA ADVISOR

TELEPHONE NO.